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<https://test-takers.psiexams.com/idins>



## INSURANCE LICENSE EXAMINATION CANDIDATE INFORMATION BULLETIN

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<p>Examinations by PSI Services LLC ..... 1</p> <p>Understanding Licensing Requirements ..... 1</p> <p>Fingerprint Requirements ..... 3</p> <p>Examination Registration and Scheduling Procedures .... 4</p> <p style="padding-left: 20px;">Fees ..... 4</p> <p style="padding-left: 20px;">On-line, via the Internet Scheduling ..... 5</p> <p style="padding-left: 20px;">On-line Testing at a PSI test site ..... 6</p> <p style="padding-left: 20px;">Testing remotely ..... 7</p> <p style="padding-left: 20px;">Telephone Scheduling ..... 8</p> <p style="padding-left: 20px;">Re-taking a Failed Examination ..... 8</p> <p style="padding-left: 20px;">Canceling an Examination ..... 8</p> <p style="padding-left: 20px;">Missed Appointment or Late Cancellation..... 8</p> <p style="padding-left: 20px;">Exam Accommodations..... 8</p>	<p style="padding-left: 40px;">Emergency Examination Center Closing..... 8</p> <p>Examination Site Location..... 8</p> <p>Reporting to the Examination Site ..... 9</p> <p>Required Identification ..... 9</p> <p style="padding-left: 20px;">Security Procedures ..... 10</p> <p>Taking the Examination by Computer ..... 11</p> <p style="padding-left: 20px;">Tutorial..... 11</p> <p style="padding-left: 20px;">Test Question Screen..... 11</p> <p style="padding-left: 20px;">Examination Review ..... 11</p> <p>Score Reporting ..... 11</p> <p style="padding-left: 20px;">Duplicate Score Reports ..... 11</p> <p>Pretest Questions ..... 12</p> <p>Examination Study Materials..... 12</p> <p>Examination Content Outlines ..... 12</p>
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Please refer to our Web site to check for the most updated information at <https://test-takers.psiexams.com/idins>

## IDAHO INSURANCE LICENSE EXAMINATION CHECKLIST

Before registering for an examination, make sure that you have reviewed the following checklist.

- You do not need approval from the State of Idaho to take an examination.
- Candidates taking a major line examination and who fail any part will need to retake only the part that was failed. Both parts must be passed within 180 days (6 months) of passing one part of the exam.
- There is no limit on the number of attempts, but if a candidate fails to pass both portions of the examination within 180 days they will be required to retake all portions again.
- Fingerprints are valid for 6 months.

**Pay and Schedule for your examination:**

- Schedule online at <https://test-takers.psiexams.com/idins>.
- Call (855) 807-3999 to schedule.

**Take your examination:**

- Must bring one form of identification, which bears your signature. It must also have your photograph. Your name as shown during registration must exactly match the name on the photo I.D. used when checking in at the examination site.
- Please arrive 30 minutes prior to appointment.

**After your examination:**

- You will receive your results upon completion.
- Upon passing the examination, your results will be transmitted daily to the Department.
- Get your fingerprints taken. See page 3 for more information

**Applying for a license:**

- After you have passed your insurance examination and have been fingerprinted for the purpose of obtaining an insurance license your next step is to apply for the license online via [www.sircon.com/idaho](http://www.sircon.com/idaho) or [www.nipr.com](http://www.nipr.com) within 180 days of passing, and to pay state licensing fees of \$80

## EXAMINATIONS BY PSI SERVICES LLC

This Candidate Information Bulletin provides you with information about the processes for taking an examination and obtaining an insurance license in the State of Idaho.

The Idaho Department of Insurance has contracted with PSI Services LLC (PSI) to conduct the examination program. PSI works closely with the Department to ensure examinations meet the state and nationally established technical and professional standards for examination development and administration. PSI provides these examinations through a network of computer examination centers in Idaho

## UNDERSTANDING LICENSING REQUIREMENTS

For licensing information, please contact:

Idaho Department of Insurance  
700 W. State Street, Floor 3  
Boise, ID 83720-0043

Mailing Address  
Idaho Department of Insurance  
PO Box 83720  
Boise, ID 83720-0043

Phone: (208) 334-4250  
Web site: [www.doi.idaho.gov](http://www.doi.idaho.gov)  
Email: [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov)

## RESIDENT LICENSE REQUIREMENTS

Idaho state residents who desire a producer license must:

1. Be at least eighteen (18) years or more of age.
  - a) If you are applying for a producer license, the age requirement is eighteen (18) years of age.
  - b) If you are applying for an adjuster license, the age requirement is twenty-one (21) years of age.
2. Be currently domiciled in and a bona fide resident of Idaho.
3. Be trustworthy; of good character and reputation as to morals, integrity, financial responsibility; and not have been convicted of or pled guilty to a felony or a misdemeanor. (A disqualifying misdemeanor is one that evidences (a) bad moral character, dishonesty, or a lack of integrity and financial responsibility; or (b) an unfitness and inability to provide acceptable service to the consuming public.) The director may at his discretion waive the requirement that the individual must not have been convicted of a felony or a misdemeanor, if the director finds that the individual has been rehabilitated and is otherwise qualified to hold the license.
4. Be competent as to the business to be transacted under the license applied for, and pass any written examination required.
5. Submit fingerprints as may be required.
6. Pay the required fees.

## EXAMINATION REQUIREMENT

Each applicant for licensing as a producer or adjuster must pass an examination that tests qualifications and competence before a license will be issued.

**This requirement shall not apply to:**

1. An individual who applies for an insurance producer license in this state and who was previously licensed for the same lines of authority in another state shall not be required to complete any prelicensing examination if:
  - a) The person is currently licensed in another state; or
  - b) The application is received within ninety (90) days of the cancellation of the applicant's previous license and the prior state issues a certification that:
    - i. At the time of cancellation, the applicant was in good standing in that state; or
    - ii. The state's producer database records, as maintained by the national association of insurance commissioners or its affiliates or subsidiaries, indicate that the producer is or was licensed in good standing for the lines of authority requested.
2. A person licensed as an insurance producer in another state who moves to this state shall make application within ninety (90) days of establishing legal residence to become a resident licensee pursuant to section 41- 1006, Idaho Code. No examination shall be required of that person to obtain any line of authority previously held in the prior state unless the director provides otherwise by rule.

In addition to the above, if a resident individual is applying for a limited lines insurance license and the individual has verification from an insurer or licensed agency manager that he/she has completed the course of study as set forth and required by the director, he/she will be exempted from the exam requirement. The Department of Insurance Web site has additional information.

## GENERAL LICENSING REQUIREMENTS

Each examination candidate that does not currently hold an Idaho insurance license must be fingerprinted. Applications will not be processed if a completed fingerprint card is not received by the Department of Insurance with application or if the receipt for fingerprints done through PSI is not included with the application. If the application is submitted online, then required attachments should be faxed to the DOI at (208) 334-4398. Note: fingerprinting is not required for the Public Adjuster license.

## LICENSE APPLICATION INSTRUCTIONS

After you have passed your insurance examination and have been fingerprinted for the purpose of obtaining an insurance license your next step is to apply for the license online via [www.sircon.com/idaho](http://www.sircon.com/idaho) or [www.nipr.com](http://www.nipr.com) within 180 days of passing and to pay state licensing fees of \$80.

Fax your passing score reports, fingerprint receipt and any necessary attachments for background questions to 208-334-4398. Also, sign up to receive email notices of bulletins, news releases, consumer alerts and other information from the DOI that affects you and your business. [http://www.doi.idaho.gov/about/Idoinews\\_subscribe.aspx](http://www.doi.idaho.gov/about/Idoinews_subscribe.aspx)

License issue will be based on return of fingerprint results. If you have any questions about the application process, please contact us at 208-334-4250 or [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov). Initial license copy will be provided at no cost. Initial and duplicate copies of licenses can be obtained at no cost from the Idaho Department of Insurance website through this link: <http://www.doi.idaho.gov/Licensing/generatelicense.aspx>.

**NOTE:** If this exam represents an additional line to your current active insurance producer license, please use the online service for adding lines via [www.sircon.com/idaho](http://www.sircon.com/idaho) or fax pass slips with the add lines form to 208-334-4398 and we will add the line and send a new license copy. Note that you do not need to be fingerprinted if you are adding a line to your existing insurance license.



## APPLICATION FEES

The license application fee is currently \$80, regardless of the number of lines of authority for which the candidate has applied. Adding lines at a future date is possible without new fees or re-fingerprinting, once a license is established. Please consult with Idaho Department of Insurance if you have any questions.

## INITIAL PRODUCER APPOINTMENT/AFFILIATION

Before an insurance producer can act as an agent or representative of an insurance company, the insurer must file an appointment with the Department. The appointment must be filed no later than within fifteen (15) days from the date the first application for insurance is accepted by the carrier. Backdating of an appointment may not predate licensure.

## FINGERPRINT REQUIREMENTS

Every candidate testing for a new resident license must be fingerprinted. If a candidate for an examination is already licensed in Idaho and is adding a new line of authority, they DO NOT need to be fingerprinted. These candidates are strongly encouraged to bring their current license to the test center for verification by the test center proctors. NOTE: the current license is not a requirement.

You MUST be fingerprinted at one of PSI test centers. You may get fingerprinted on the day of your examination or walk-in during the regular testing hours. YOU CANNOT MAKE AN APPOINTMENT TO GET YOUR FINGERPRINTS DONE. THEY ARE DONE ON A FIRST COME, FIRST SERVE BASIS. The \$70 processing fee is payable by money order, cashier's check, company check, VISA or MasterCard (checks made payable to PSI). This payment includes the State processing fee of \$40.00, and the PSI processing fee of \$30.00.

Note: Fingerprints are taken digitally only at all the PSI test centers. Digital fingerprints will be transmitted electronically to law enforcement. These fingerprints are accurate, high quality, and in accordance with FBI and IAFIS requirements for live-scan imaging with a low rejection rate. Fingerprints may take up to 6 weeks to process. Fingerprints are valid for 6 months.

## FINGERPRINTING FOR OUT-OF-STATE CANDIDATES

Candidates who reside 100 miles or more from a PSI center in Idaho or who live outside of the state of Idaho and who are required to be fingerprinted in order to be issued a resident license in the state of Idaho MUST utilize the following process. (NOTE: if you reside within the state of Idaho and less than 100 miles from a PSI site, you MUST be fingerprinted at one of the PSI Test Centers):

1. Fingerprints must be taken by a qualified law enforcement agency (police or sheriff's office) or other entity that provides fingerprinting services. These fingerprint cards may be either the traditional ink rolled fingerprints or electronically captured and printed fingerprint cards. You may want to call ahead to determine the hours of operation as well as if there are any fees associated with this service.
2. Fingerprints MUST be submitted on FBI applicant cards (FD-258). Most law enforcement agencies will provide this card as a part of the service. If the law enforcement agency is unable to provide the FBI applicant card, you may obtain one by contacting the Idaho Department of Insurance at [agent@doi.idaho.gov](mailto:agent@doi.idaho.gov).
3. Ensure that all required fields on the top portion of the card are completed in black ink (NOTE: missing or incomplete information will cause a delay in completion of the background screening). The specific fields that MUST be completed in their entirety are:
  - a. Signature: This must be your legal signature
  - b. Residence: Your complete home address including house number, street name, apartment or unit number, city, state and zip code.
  - c. Employer and Address: This is only if you are employed, otherwise leave blank.
  - d. Legal Last Name
  - e. Legal First Name (this should be your name as it appears on your birth certificate)
  - f. Legal Middle Name
  - g. Aliases: This is only required if you have used an alias such as a maiden name or a married name.
  - h. ORI number: **ID001025Y**
  - i. Reason fingerprinted: **IdC 41-1011-Insurance License**
  - j. Citizenship Country
  - k. Date of birth: Month (two digits)

01 = January	07 = July
02 = February	08 = August
03 = March	09 = September
04 = April	10 = October
05 = May	11 = November
06 = June	12 = December

*Day of Birth (two digits)*  
*Year of Birth (four digits) e.g., 1980*
  - l. Sex - Acceptable codes are:

F = Female
M = Male



- X = Unknown
- m. Race - Acceptable codes are:  
 A = Asian or Pacific Islander (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands)  
 B = Black (a person having origins in any of the black racial groups of Africa)  
 I = American Indian or Alaskan Native (American Indian, Eskimo, or Alaskan Native)  
 U = Unknown (of indeterminable race)  
 W = White (a person having origins in any of the original peoples of Europe, North Africa, or Middle East)  
*\*Records for Hispanics should be entered with the race code most closely representing the individual.*
- n. Height (3 digits) e.g., five foot five inches translates to 505 or four feet eleven inches translates to 411
- o. Weight (rounded, do not list ounces) e.g., 150
- p. Eye color - Acceptable codes are:  
 BLK = Black  
 GRN = Green  
 BLU = Blue  
 HAZ = Hazel  
 BRO = Brown  
 MAR = Maroon  
 GRY = Gray  
 PNK = Pink  
 MUL = Multicolored  
 XXX = Unknown
- q. Hair color - Acceptable codes are:  
 BLD = Bald  
 ONG = Orange  
 BLK = Black  
 PLE = Purple  
 BLN = Blonde (or strawberry)  
 PNK = Pink  
 BLU = Blue  
 RED = Red (or auburn)  
 BRO = Brown  
 SDY = Sandy  
 GRN = Green  
 WHI = White  
 GRY = Gray (or partially gray)  
 XXX = Unknown or completely Bald  
 (Also enter BALD in the scars, marks, tattoos, and other characteristics Field (SMT))
- r. Place of Birth = state or country only

Once the fingerprint card has been completed in its entirety, please remit with a \$70.00 processing fee (personal checks are not accepted, must be in the form of a money order or cashier's check payable to PSI Services, LLC). Be sure to include the *Request and Release* and *ISP CHRI* documents (found at the end of the Candidate Information Bulletin). Your prints may take up to 6 weeks to process.

Boise - PSI  
 Westgate Plaza  
 1755 Westgate Drive, Suite 130  
 Boise, ID 83704

## EXAMINATION REGISTRATION PAYMENT AND SCHEDULING PROCEDURES

### EXAMINATION FEE

Examination Both Portions            \$60

The fee is \$60 for the 2 examination portions, regardless if you take 1 or both examination portions. Examination retakes are \$60 for 1 or both examination portions.

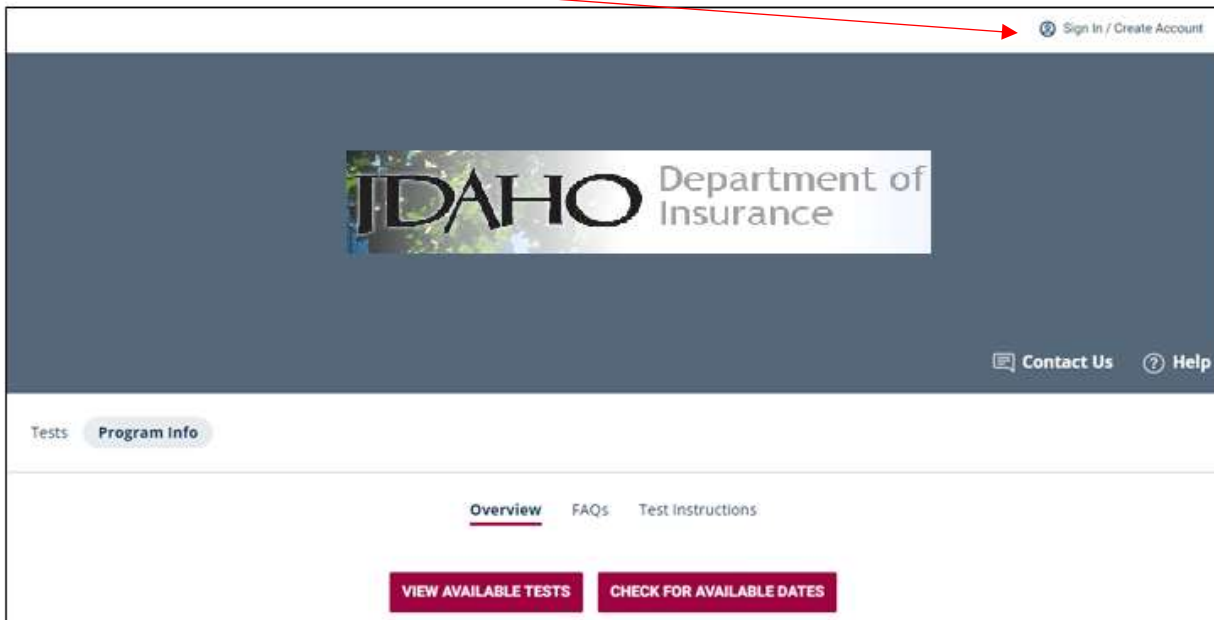
**NOTE: REGISTRATION FEES ARE NOT REFUNDABLE. REGISTRATION FEES EXPIRE AFTER ONE YEAR OF REGISTERING.**



## ON-LINE SCHEDULING

For the **fastest and most convenient** examination scheduling process, register for your examinations online by accessing PSI's registration Website: [Click Here](https://test-takers.psiexams.com/idins) (https://test-takers.psiexams.com/idins).

Select **Sign In/Create Account**



You will be prompted to **CREATE AN ACCOUNT** with PSI.

*The first and last name must match exactly with your current, valid, government-issued ID.*

ID *	
First Name *	Last Name *
Middle Name	Generation
Email *	
Password *	<b>Your password must contain:</b> <ul style="list-style-type: none"><li>• At least one capital letter A-Z</li><li>• At least one lower case letter a-z</li><li>• At least one number 0-9</li><li>• At least one special character !@#V\$%V^&amp;V*</li><li>• At least 8 and up to 32 characters</li></ul>
Confirm Password *	

Select your test format: (Test Center) or (Remote Proctored).

<b>Modality</b>
<input type="radio"/> Site Proctored <input type="radio"/> Atlas Remote Proctored

## Scheduling at a Test Center

Enter the “City or Postal Code” and select **FIND**.

**Search Test Center Location**

City, province, or postal code

Radius



Select a date and time to book an appointment.

### Choose a Date and Time

**October 2021**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Available  Selected

**Time slots available for October 08, 2021**

- 08:00 AM
- 01:30 PM

You are now ready to pay.

**Payment**

**Billing Address**

Address 1 \*

Address 2

Address 3

City \*

**Order Summary**

Commercial Contractor Practice Test  
Mechanical Bus and Law \$100.00 USD

**Total Price**

**CONTINUE**

Once payment has been made you will receive a message confirming the test center, booked date, and booked time.

**Booking Confirmed!!** [Print Confirmation](#)

Email Address: asingla81@psionline.com      Home Phone: 111224444      Office Phone: 2221112345





## Scheduling via Remote Proctor

Select a date and time to book an appointment.

Choose a Date and Time

October 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

○ Available ● Selected

Time slots available for October 08, 2021

- 08:00 AM
- 01:30 PM

You are now ready to pay.

Payment

Billing Address

Address 1 \*

Address 2

Address 3

City \*

Order Summary

Commercial Contractor Practice Test

Mechanical Bus and Law \$100.00 USD

Total Price

CONTINUE

Once payment has been made you will receive a message confirming the booked date and booked time. Please review the booking before selecting **CONFIRM**.

Review Booking:

Email Address: asingla81@psionline.com Home Phone: 111224444 Office Phone: 2221112345

Wednesday, October 06, 2021

5:30 PM Pacific Time

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

By continuing, you agree to The Company's [Conditions of Use And Privacy Notice](#).

CONFIRM

Your booking will now display in your account. You will be able to LAUNCH your test within 30 minutes of your booked test time.

**IMPORTANT: BE SURE TO CHECK THE COMPATIBILITY OF YOUR COMPUTER** to include Audio/Video Check, Webcam Check and System Check. Prior to testing, **CLICK HERE**.

Bookings: ?

1 exam, 0 exams, 22 exams until test

Wednesday, October 06, 2021 Add to Calendar

5:30 PM Pacific Time

Print Receipt

More Information

Before taking your remote online proctored exam, please check system compatibility - click [HERE](#)

Online Proctored (Live). Click the Launch button at your scheduled test time.

LAUNCH

By not starting your test within 15 minutes after your booked time, you forfeit your test fee or test eligibility. Fees and test eligibilities are non-refundable. If you have any questions regarding your compatibility check, or if you experience issues launching your test, you may contact PSI's technical support team at (844) 267-1017.





### TELEPHONE REGISTRATION

The second fastest method of registering and scheduling is via the telephone. Call ((855) 807-3999, and speak with a live registrar, available Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

To register by phone, you need a valid VISA, MasterCard, American Express or Discover.

### RETKING A FAILED EXAMINATION

You cannot make a new examination appointment on the same day you have taken an examination because we need time to process and report examination results. A candidate who fails an exam on a Wednesday can call the next day, Thursday, and can retest as soon as Friday, depending upon space availability.

### CANCELING AN EXAMINATION APPOINTMENT

PSI receives your cancellation at least 2 days before the scheduled examination date. For example, for a Monday appointment, you would need to cancel your appointment on or before the previous Saturday.

To cancel an appointment, you can use PSI's web site or call PSI at (855) 807-3999.

Note: You cannot cancel an appointment by leaving a voice mail message. You must use the Internet or speak to a PSI customer service representative.

### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the schedule examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by [Clicking Here](#).

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (855) 807-3999. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

## EXAMINATION TEST CENTER LOCATIONS

### **Boise - PSI**

Westgate Plaza  
1755 Westgate Drive, Suite 130  
Boise, ID 83704

*Take Exit 2 on I-184 for Curtis Rd. Head towards Fairview Ave. Turn left onto Fairview Ave and continue on this route. Between Cole Rd. and Milwaukee St., make a right turn onto N Westgate Dr. The destination is on the left.*

### **Coeur d'Alene - Nexus**

175 W Dalton Ave  
Coeur d'Alene, ID 83815

*From I-90, take exit 12 onto US-95 N/Lincoln Way, then turn right onto W Dalton Ave. Destination will be on the left.*



### **Idaho Falls - College of Eastern Idaho**

1600 S. 25th E.

Idaho Falls, ID 83404

*Coming from south Yellowstone Highway right on W 17th ST drive 3 miles and turn left on 25th East the campus is located on the left side in building #3. Coming from north Yellowstone Highway turn left onto W 17th ST drive 3 miles and turn left on 25th East the campus is located on the left side in building #3.*

### **Pocatello - Idaho State University**

1001 S. 8th Ave-Graveley Hall South, Room 251

Pocatello, ID 83209

*From I-15: Exit 69 Clark Street toward Idaho State U. Drive. West on E. Clark approx 1 mile, then left on S. 8th Ave. Cross Center Street and continue South 9 blocks to Martin Luther King Jr. Way. Turn right into parking lot and let parking attendant know you are testing, they will provide a parking pass. Park in Client and Patient Parking, directly behind test center. Test suite located in Graveley Hall. Walk around to front of building, go through campus facing doors, and turn right. Take elevator or stairs to second floor. Testing located in Room 251. Parking booth opens at 730AM. If you arrive early please wait for parking attendant for parking pass before proceeding to test center.*

*COVID-19 safety: Candidates are required to bring and wear a face mask to their testing appt and for the duration, staff may request temporary removal for check in process etc. Candidates without masks will be turned away.*

### **Spokane PSI**

920 N Argonne Rd, Suite 202

Spokane Valley, WA 99212

*From I-90 E - Take exit 287 for Argonne Rd. Turn right onto Argonne Rd. After about ½ mile the building will be on the left. If you reach Broadway Ave, you've gone too far. The test center is on the second floor.*

*From I-90 W - Take exit 287 for Argonne Rd. Turn left onto Argonne Rd. After about ½ mile the building will be on the left. If you reach Broadway Ave, you've gone too far. The test center is on the second floor.*

*Once at the center, take the stairs or elevator to the second floor. Once there, take a left once you are in the main hallway. You will walk past the men's restroom on your left and through a doorway. Take another left and the PSI test center should be the first doorway on the left.*

### **Twin Falls - The College of Southern Idaho**

315 Falls Ave

Twin Falls, ID 83301

*Coming into Twin Falls from Interstate 84 cross the Perrine Bridge onto Blue Lakes Blvd. At the fourth stop light, turn right (west) onto Falls Avenue. Turn right (north) into College of Southern Idaho campus approximately 3/4 mile from Blue Lakes Blvd. Go straight to flag poles and turn left (west). The Meyerhoeffer/Library Building is two buildings west of the main entrance and behind Fine Arts Auditorium on right side of road. The testing center is located on the second floor in Room 230. Parking is available directly in front of the building.*

*Coming into Twin Falls from Nevada (Highway 93) merge onto Highway 30 heading east continue to second stop light and turn left (north) on Washington Street N. Continue past second stop light and turn right (east) into college. Go straight to the first building, Meyerhoeffer/Library Building. The testing center is located on the second floor in Room 230. Parking is available directly in front of the building.*

Additionally, PSI has examination centers in many other regions across the United States. You may take this examination at any of these locations. Once you have paid for the examination, enter your zip code and a list of the testing sites closest to you will appear.

## **REPORTING TO THE EXAMINATION TEST CENTER**

On the day of the examination, you should arrive 30 minutes before your appointment. This extra time is for sign-in, identification, and familiarizing you with the examination process. *If you arrive late, you may not be admitted to the examination test center and you will forfeit your examination registration fee.*

### **REQUIRED IDENTIFICATION**

To gain admission to the Test Center, you must present (1) form of identification. The form of identification must be government issued, current and include your name, signature, and photograph. No form of temporary identification will be accepted.

Primary ID (photograph and signature, not expired)

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card

NOTE: ID must contain candidate's photo, be valid and unexpired.

Candidates must have proper identification to gain admission to the Test Center. Failure to provide appropriate identification at the time of the test is considered a missed booking. There will be no refund of test fees.



## SECURITY PROCEDURES

The following examination protocols apply during any examination. PSI may pause or terminate an examination at any time. Failure to follow the examination protocol, may result in the disqualification of examination results, prohibition from taking future examinations, and may lead to legal action.

If testing at a PSI test site you will be given a piece of scratch paper and a pencil. You will return the scratch paper and pencil during check-out.

### Prohibited Items:

- Reference materials of any kind.
- Electronic devices of any type, including but not limited to; cellular phones, cameras, computers of any type (e.g., laptops, tablets, iPads), earbuds, electronic games, electronic watches, handheld calculators, headsets, mobile devices, music players (e.g., iPods), pagers, radios, recording devices (audio or video), smart watches, televisions, etc.).
- Hats or headgear not worn for religious reasons or as religious apparel, including hats, baseball caps, or visors.
- Bulky or loose clothing or coats including but not limited to; open sweaters, cardigans, shawls, scarves, vests, jackets and coats.
  - In the event you are asked to remove bulky or loose outerwear, appropriate attire, such as a shirt or blouse should be worn underneath.
- Other personal items, including but not limited to; backpacks, briefcases, chewing gum, drinks, food, good luck items, notebooks, paper or other materials on which to write, pens, pencils or other writing devices, purses, reading material, smoking or chewing products, wallets, etc.

### Prohibited Behavior:

- Giving or receiving assistance on an examination.
- Copying or communicating examination content.
- Using outside references or resources during an exam, examples:
  - Browsing other local resources.
  - Browsing the internet.
  - Attempting to use a computer or computer program not provided or approved by PSI.
  - Attempting to use a telephone or mobile device.
  - Using notepad on the computer.
  - Using an application on the computer not provided by PSI.
- Engaging in disruptive behavior during check-in or during an exam, examples:
  - Acting in an inappropriate manner.
  - Using abusive language.
  - Speaking aloud.
  - Causing noise unrelated to keyboard typing.
- Engaging in prohibited behavior during check-in or during an exam, examples:
  - Reading questions out loud.
  - Leaving the room without proctor approval.
  - Using instant messaging, or other electronic communication.
  - Capturing a picture or video of exam items.
  - Attempting to use telephone or mobile device.
  - Obstructing the proctor's view (camera or in person).
  - Having inappropriate materials on desktop (explicit).
  - Changing spaces during the exam without proctor approval.
  - Not focusing eyes on the screen.

During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.

Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.

No prohibited items are allowed within the candidate's reach or line of sight. If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle for test center exams. PSI will not be responsible for the security of any personal belongings or prohibited items.

- Any candidate seen giving or receiving assistance on an examination, found with prohibited items, or displaying prohibited behavior or violating any security regulations will have his or her examination terminated, and be asked to surrender all examination materials. All such instances will be reported to the examination sponsor.

Additional protocols for testing at a testing center, include but not limited to:

- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues, or instructors.



- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidates will not receive extra time to complete the examination.

Additional protocols for remote online proctored exams, include but not limited to:

- Temporarily moving out of the camera's line of sight.
- Candidates are not allowed to have scratch paper.
- Adequate lighting for the proctor to see candidate's activity.
- Internet service must be sufficient to administer the exam, see page 12 for requirements.
- Web camera must be placed for ideal viewing by the proctor.
- Candidate may not change computers during the exam.
- Candidate may not change spaces during the exam.
- Candidate must follow proctor instructions, which may include, but are not limited to:
  - Keeping hands on the desktop.
  - Keeping eyes on the computer screen.
  - Not fidgeting during the exam.
  - Keeping hands away from face.
- Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that talking/whispering/mouthing is not allowed during exam.
- Breaks are NOT allowed during remote online proctored examinations. If you believe you cannot complete your examination without a break, please do not register for remote online proctored examinations.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers. The "Function Bar" at the top of the sample question provides mouse-click access to the features available while taking the examination.

### TEST QUESTION SCREEN

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

### EXAMINATION REVIEW

PSI, in cooperation with the Idaho Department of Insurance, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the Department may re-evaluate candidates' results and adjust them accordingly. This is the only review of the examination available to candidates.

## SCORE REPORTING

Your score will be displayed on screen at the end of the examination and a score report will be emailed to you. **You must get 70% correct to pass.** If you fail, the emailed score report will include the diagnostic report indicating your strengths and weaknesses by examination type.

You may request a duplicate score report after your examination by emailing [scorereport@psionline.com](mailto:scorereport@psionline.com).



## PRETEST QUESTIONS

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored. However, these questions will count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

**You can take a practice exam online at <https://test-takers.psiexams.com/idins> to prepare for your Idaho Insurance Examination.**

Please note that practice exams are intended only to help testing candidates become familiar with the general types of questions that will appear on a licensing examination, and do not contain actual questions that are asked on the exam.

Practice exams ARE NOT a substitute for proper education and study. Scoring well on the practice exam does not guarantee that you will pass an actual licensing examination.

Note: You may take the practice exams an unlimited number of times; however, you will need to pay each time.

## **EXAMINATION STUDY MATERIALS AND CONTENT OUTLINES**

### STUDY MATERIALS

Neither the Department of Insurance nor PSI specifically endorses any particular study materials. However, actual state insurance laws and regulations provide an invaluable source of information in preparation for the state-specific portion of the major line examinations, and current insurance textbooks and policy forms provide the basis for preparation for the national portion of the major line examinations.

Idaho statutes are available at the public library, the Idaho Department of Insurance Web site, <http://www.doi.idaho.gov/>, or may be ordered from:

**National Insurance Law Service**  
(NILS Publishing)  
21625 Prairie Street  
Chatsworth, CA 91311-5898  
(800) 423-5910

### EXAMINATION CONTENT OUTLINES

Individual examination content outlines are available from PSI for each examination. **You must get 70% correct to pass.** Content outlines indicate the examination time limit, subject area and the number of items in each area. To view the Content Outlines, click on the links below:

**BAIL BOND**

**CASUALTY PRODUCER**

**DISABILITY/HEALTH PRODUCER**

**LIFE PRODUCER**

**INDEPENDENT ADJUSTER**

**PERSONAL LINES**

**PROPERTY PRODUCER**

**PUBLIC ADJUSTER**

**SURETY PRODUCER**



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